

Kansas Department of Agriculture
Records Center - Food Safety and Lodging
109 SW 9th Street
Topeka, KS 66612
785-296-7430

APPLICATION FOR FOOD PROCESSING OR FOOD STORAGE LICENSE

Pursuant to the Kansas Food, Drug and Cosmetic Act, K.S.A. 65-618 *et seq.*, a food processing plant shall be licensed by the Kansas Department of Agriculture. A "Food processing plant" is a commercial operation that manufactures packages, labels or stores food for human consumption and doesn't provide food directly to a consumer. Failure to obtain a valid license will result in regulatory action. The license is valid January 1 through December 31.

**A separate application should be completed for each licensed location.
LICENSE FEE and APPLICATION FEE ARE REQUIRED.**

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Establishment Name: _____ Phone: _____

Establishment Address: _____ Fax: _____

_____ County: _____

OWNERSHIP INFORMATION

Legal Owner Name: _____

Type of ownership: ☐ Individual/Sole Proprietor ☐ Partnership ☐ LLP or LP ☐ Corporation ☐ LLC

Federal Tax ID #: _____ or Sole Proprietor Social Security # _____

Mailing Address (if different from above address)

I agree as a condition to the granting of a license to comply with and abide by all the terms of the Kansas Food, Drug and Cosmetic Act, and the rules and regulations promulgated thereunder. I declare the above statements are true, complete and accurate to the best of my knowledge.

Signature of owner, officer or other agent Date

Typed/printed name of signer Title*

**Your title should correspond to the type of ownership. For example if you are an individual your title may be "owner"; if it is a corporation your title should reflect the office you hold in the corporation such as "president", "treasurer", etc.*

For Official Use Only

Inspector ID # _____

Inspection Date _____

Previous Establishment Name: _____

Anticipated Opening Date: _____

For Office Use Only

FPN _____ PL _____

FWN _____ WL _____

Check # _____ Total Paid _____

Transaction # _____

Please check all boxes that apply to the license you need. Please note that all NEW applications require an application fee and a license fee. Send application and fees to: **Kansas Department of Agriculture
Records Center – Food Safety
109 SW 9th St
Topeka, KS 66612**

Beginning in 2009 a food processing license will be divided into two categories. Category one is for facilities that process and store food. Category two is for facilities that only store food. A food processing plant that processes food and stores food will not be required to obtain a separate license for food storage. The total square footage of the facility will be used in determining the license fee for a food processing plant that processes and stores food.

1. Food Processing Plant: Manufacturing, preparing, packaging or labeling includes cooking, canning, extracting, extruding, fermenting, distilling, pickling, freezing, baking, drying, smoking, grinding, cutting, mixing, coating, stuffing, packing, bottling, packaging, or any treatment or preservation process; the receipt and salvaging of distressed food for sale or distribution to other business entities such as food establishments, food warehouses and other food processing plants.

	<u>Application Fee</u>	+	<u>License Fee</u>	=	<u>Total Fee Due</u>
_____ Less than 1,000 square feet	\$ 100.00 (FPN)		\$ 80.00 (PL1)		\$180.00
_____ 1,000 to 5,000 square feet	\$ 100.00		\$ 135.00 (PL2)		\$235.00
_____ 5,001 to 10,000 square feet	\$ 100.00		\$ 190.00 (PL3)		\$290.00
_____ 10,001 to 50,000 square feet	\$ 100.00		\$ 245.00 (PL4)		\$345.00
_____ more than 50,000 square feet	\$ 100.00		\$ 300.00 (PL5)		\$400.00

Please check the box(es) that describes the primary type(s) of business that you operate within the facility

_____ Food Manufacturer	_____ Pet Food Manufacturer
_____ Mill/Elevator	_____ Meat Processor
_____ Soft Drink/Soda Bottling Plant	_____ Food Salvor
_____ Winery	_____ Ice Plant
_____ Brewery	_____ Cider Mill
_____ Food Repacker	_____ Sprouter
_____ Bottled Water	_____ Fruit and Vegetable Market
	_____ Other _____(Please Specify)

2. Food Storage Facility: Storing includes any premises, establishment, building, room area, facility, or place, in whole or in part, where food is stored, kept, or held, regardless of whether the food is temperature controlled, for distribution to other wholesalers, to retail food stores, food service establishments, or any other facility which sells or distributes to the ultimate consumer.

	<u>Application Fee</u>	+	<u>License Fee</u>	=	<u>Total Fee Due</u>
_____ Less than 1,000 square feet	\$100.00 (FWN)		\$ 50.00 (WL1)		\$150.00
_____ 1,000 to 5,000 square feet	\$100.00		\$ 75.00 (WL2)		\$175.00
_____ 5,001 to 10,000 square feet	\$100.00		\$105.00 (WL3)		\$205.00
_____ 10,001 to 50,000 square feet	\$100.00		\$140.00 (WL4)		\$240.00
_____ More than 50,000 square feet	\$100.00		\$180.00 (WL5)		\$280.00